



City of Northfield

City Hall
801 Washington Street
Northfield, MN 55057
ci.northfield.mn.us

Meeting Minutes - Final City Council

Tuesday, January 5, 2021

6:00 PM

GoToMeeting

6:00 PM - REGULAR AGENDA CALL TO ORDER

Mayor Pownell called the meeting to order at 6:06 p.m.

Present: 7 - Council Member Clarice Grabau, Council Member Suzie Nakasian, Council Member Brad Ness, Council Member Jessica Peterson White, Mayor Rhonda Pownell, Council Member Jami Reister, and Council Member George Zuccolotto

APPROVAL OF AGENDA

Mayor Pownell noted additional information included in Supplemental Agenda Background Memorandums No. 1 and No. 2.

A motion was made by Council Member Grabau, seconded by Council Member Nakasian, to approve the agenda. The motion carried by the following vote:

Yes: 7 - C. Grabau, C. Nakasian, C. Ness, C. Peterson White, Mayor Pownell, C. Reister, and C. Zuccolotto

1. [21-001](#) Information on How to Provide Public Input and Watch the Meeting During the Pandemic.
2. [21-002](#) Oath of Office - Council Members.

City Clerk Peterson administered the Oath/Affirmation of Office to Mayor Pownell and Council Members Ness, Reister and Zuccolotto.

CONSENT AGENDA

City Administrator Martig introduced the Consent Agenda.

A motion was made by Council Member Grabau, seconded by Council Member Ness, to approve the consent agenda. The motion carried by the following vote:

Yes: 7 - C. Grabau, C. Nakasian, C. Ness, C. Peterson White, Mayor Pownell, C. Reister, and C. Zuccolotto

3. [21-003](#) Consider Approval of December 8, 2020 Special City Council Meeting Minutes.
4. [21-004](#) Consider Approval of December 15, 2020 Special City Council Meeting Minutes.
5. [21-005](#) City Administrator Biannual Update Summary of Grants Report per the City Council Grants Policy.

6. [Res. 2021-001](#) Consider Resolution for the Lot Consolidation of Several Parcels of land into Two Parcels, for properties west of Lincoln Street owned by St. Olaf College.
7. [21-006](#) Consider Approving Disbursements totaling \$1,936,392.92
Enactment No: M2021-002
8. [21-007](#) Consider Designation of Official Depository for the City of Northfield
Enactment No: M2021-003
9. [21-008](#) Consider Accepting the Agricultural Land Lease for Fargaze Meadows Outlots C & D (Meadows Park Land)
Enactment No: M2021-004
10. [Res. 2021-002](#) Community Development Block Grant - Consider Adopting Resolution in Support of Fiscal Year 2021 Allotment of Program Funds.
11. [21-009](#) Consider Designation of Official Newspaper.
Enactment No: M2021-005
12. [21-010](#) Consider Approval of Mayoral Board/Commission and Council Appointments.
Enactment No: M2021-006

OPEN PUBLIC COMMENTS

None.

REGULAR AGENDA

13. [21-011](#) Consideration of Election of President Pro Tem.
City Clerk Peterson introduced the item.
A motion was made by Council Member Grabau, seconded by Council Member Nakasian, to elect Council Member Peterson White as President Pro Tem for 2021. The motion carried by the following vote:
Yes: 7 - C. Grabau, C. Nakasian, C. Ness, C. Peterson White, Mayor Pownell, C. Reister, and C. Zuccolotto
Enactment No: M2021-007
14. [21-012](#) Approval of the 2021 Budget for the Convention and Visitors Bureau.
Council Member Ness recused himself from this item.
City Administrator Martig introduced Convention and Visitors Bureau Director Lisa Peterson. Ms. Peterson presented on the CVB's mission, vision, strategic priorities, a recap of their 2020 budget and an overview of the 2021 budget.

A motion was made by Council Member Nakasian, seconded by Council Member Peterson White, to approve the 2021 Budget for the Convention and Visitors Bureau. The motion carried by the following vote:

Yes: 6 - C. Grabau, C. Nakasian, C. Peterson White, Mayor Pownell, C. Reister, and C. Zuccolotto

Recused: 1 - C. Ness

Enactment No: M2021-008

15. [Ord. 1020](#) Consideration of Ordinance Rezoning PID 2231226001 from I1-B: Industrial to N2-B: Neighborhood General 2.

City Planner Schmidt introduced the item and presented for both Ordinance No. 1020 and Ordinance No. 1021 as these two items are related.

A motion was made by Council Member Nakasian, seconded by Council Member Peterson White, to approve the first reading of Ordinance No. 1020 Rezoning PID 2231226001 from I1-B: Industrial to N2B: Neighborhood General 2. The motion carried by the following vote:

Yes: 7 - C. Grabau, C. Nakasian, C. Ness, C. Peterson White, Mayor Pownell, C. Reister, and C. Zuccolotto

16. [Ord. 1021](#) Consideration of Ordinance Rezoning 1050 Highway 3 North from N1-B: Neighborhood General 1 to N2-B: Neighborhood General 2.

A motion was made by Council Member Ness, seconded by Council Member Grabau, to approve the first reading the Ordinance No. 1021 Rezoning 1050 Highway 3 North from N1-B: Neighborhood General 1 to N2-B: Neighborhood General 2. The motion carried by the following vote:

Yes: 7 - C. Grabau, C. Nakasian, C. Ness, C. Peterson White, Mayor Pownell, C. Reister, and C. Zuccolotto

Recess

Council recessed at 7:00 p.m. Council meeting resumed at 7:07 p.m.

17. [Ord. 1019](#) Consideration of an Ordinance Rezoning Several Parcels as part of the St. Olaf College - Ole Avenue Housing Project from R1-B: Low Density Residential to CD-S: College Development.

City Planner Schmidt introduced and presented background information on the project. Community Development Director Baker and City Planner Schmidt answered questions from the Council.

A motion was made by Council Member Ness, seconded by Council Member Peterson White, to approve the second reading the Ordinance No. 1019 Rezoning Several Parcels as part of the St. Olaf College - Ole Avenue Housing Project from R1-B: Low Density Residential to CD-S: College Development. The motion carried by the following vote:

Yes: 7 - C. Grabau, C. Nakasian, C. Ness, C. Peterson White, Mayor Pownell, C. Reister, and C. Zuccolotto

18. [21-013](#) Consider Summary Publication of Ordinance No. 1019 Amending the Official Zoning Map of Northfield.

A motion was made by Council Member Ness, seconded by Council Member Peterson White, to approve summary publication of Ordinance No. 1019 Amending the Official Zoning Map of Northfield. The motion carried by the following vote:

Yes: 7 - C. Grabau, C. Nakasian, C. Ness, C. Peterson White, Mayor Pownell, C. Reister, and C. Zuccolotto

Enactment No: M2021-009

Extend Meeting

A motion was made by Council Member Grabau, seconded by Council Member Peterson White, to extend the meeting. The motion carried by the following vote:

Yes: 6 - C. Grabau, C. Nakasian, C. Peterson White, Mayor Pownell, C. Reister, and C. Zuccolotto

No: 1 - C. Ness

19. [21-014](#) Presentation and Discussion on the Conditional Use Permit for St. Olaf College - Ole Avenue Housing Project for the Perimeter Transition Area.

eComments were received for this item.

City Planner Schmidt introduced the item. City Engineer/Public Works Director Bennett presented a traffic study regarding the project. Jan Hanson, Vice President and Chief Financial Officer for St. Olaf College, introduced members of the St. Olaf team including Kevin Larson, Director of Facilities; Pamela McDowell, Associate Dean of Students for Residence Life; Bob Prell, ICS Owner's Representative; Tom Hofman, RA, Workshop Architect; Melissa Erikson, PLA, Landscape Architect for MIG; Reese Sudtelgte, PE, Civil Engineer with ISG; Will Kratt, PE, PTOE, Senior Civil Engineer and Professional Traffic Operations Engineer with ISG; and Stephanie Merdan, Senior Project Coordinator with ISG. Engineer Kratt presented a summary of the parking and traffic letter. Staff and St. Olaf Representatives answered questions from the Council. Administrator Martig addressed next steps in the process.

ADMINISTRATORS UPDATE

City Administrator Martig presented an update on the Legislative session and other city related items.

20. [21-015](#) City Administrator's Update.

REPORTS FROM THE MAYOR AND COUNCILMEMBERS

C. Nakasian reported she is working with HR/Communications staff regarding a push for residents to sign up for e-communications and utilizing the mechanisms available on the City's website.

A motion was made by Council Member Peterson White, seconded by Council Member Nakasian, to adjourn the . The motion carried by the following vote:

Yes: 7 - C. Grabau, C. Nakasian, C. Ness, C. Peterson White, Mayor Pownell, C. Reister, and C. Zuccolotto

ADJOURN

A motion was made by Council Member Peterson White, seconded by Council Member Nakasian, to adjourn the meeting at 9:33 p.m. The motion carried by the following vote:

Yes: 7 - C. Grabau, C. Nakasian, C. Ness, C. Peterson White, Mayor Pownell, C. Reister, and C. Zuccolotto